

# ACADEMIC MISCONDUCT SANCTIONING GUIDELINES

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*Effective Date: May 12, 2014*

In all incidents of academic misconduct, the Office of Student Integrity strives to hold students accountable for the violation as well as help students learn from their errors. Outlined below are the sanctions and supplementary requirements that a hearing officer must first considered in any incident referred to OSI for resolution.

Violation	Disciplinary Sanction STATUS	Supplementary Requirement MINIMUM GRADE PENALTY	Supplementary Requirement EDUCATIONAL EXPERIENCE
<b>First Violation</b>	Disciplinary Probation	Zero on the Assignment	Typically fulfilled by an Academic Integrity Seminar, either online or in person. Can also be fulfilled by re-submitting assignment, or an alternate written assignment.
<b>Second Violation</b>	Suspension from the Institute for a minimum of one semester	Failure in the Course	Typically fulfilled by an Academic Integrity Seminar, either online or in person. Can also be fulfilled by re-submitting assignment, or an alternate written assignment.
<b>Subsequent Violations</b>	Suspension from the Institute for a minimum of one calendar year or expulsion	Failure in the Course	Typically fulfilled by an Academic Integrity Seminar, either online or in person. Can also be fulfilled by re-submitting assignment, or an alternate written assignment.

This document is meant to be guidance to both the hearing officer and student involved. In severe cases the hearing officer should consider more severe sanctions than outlined above. In instances where a student has non-academic conduct history, that history can also aggravate the sanction. Additional aggravating circumstances may include, but are not limited to:

- Level of premeditation
- Multiple acts of misconduct within a single incident or multiple incidents discovered at one time
- Significance of work in question to the final grade (e.g. major project, final exam, etc.)
- Certainty of benefits (e.g. forged change of grade form, false re-grade request, etc.)
- Direct academic injury to another student
- Element of criminal-type conduct (e.g. theft, bribery)
- Conduct intimidating others